

Federal Management Circular 74-1  
Attachment B

FEDERAL EMPLOYEE PARKING

1. Policy intent. This attachment is intended to establish uniform policy for the assignment of parking spaces to Federal employees in such a manner as to encourage carpooling and in accordance with criteria designed to conserve energy and to improve and enhance environmental quality through a reduction of vehicle miles traveled by employees.

2. Applicability and scope. The provisions of this attachment apply to parking facilities in the United States, its territories, and possessions, the Commonwealth of Puerto Rico and the Canal Zone under the jurisdiction of the executive branch, excluding garages, driveways and parking spaces related to occupancy of Government-furnished quarters, and parking spaces provided for momentary use in connection with customer-type services furnished for military and civilian employees.

3. Definitions.

a. Parking facility--any lot, garage, building, or structure, or any combination or portion thereof, in or on which motor vehicles are temporarily parked.

b. Parking space--the area allocated in a parking facility for the temporary storage of one motor vehicle.

c. Carpool--a vehicle containing two or more persons.

d. Government-owned facility--land and/or improvements, the title to which is vested in the United States Government.

e. Federal facility--land and/or improvements leased to or owned by the Federal Government and under the control of an agency of the executive branch.

4. Agency plans and procedures.

a. Within 45 days from the date of this circular, each agency will submit a report to the Administrator of General Services detailing its current arrangements for employee parking and its plans for meeting the policy of energy reduction through carpooling. The Administrator of General Services will review the plans and recommend their approval or disapproval to the Administrator, Federal Energy Office. Report requirements will be set forth in a Federal Property Management Regulation to be promulgated by the Administrator of General Services.

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b. The agency parking arrangements will provide that within 45 days from the date of this circular not more than 10 percent of the parking spaces available for employee parking at Federal agencies may be assigned to executive personnel and persons who are assigned unusual hours. Assignment of the remaining parking spaces for employee parking will be based on the number of persons in a carpool. Where practical, the 10/90 ratio will be accomplished at each Federal facility. Parking spaces assigned on the basis of a severe physical handicap shall not be considered part of employee parking for purposes of achieving the 10/90 ratio. Each agency will give full credit, for the purpose of allocation of parking spaces for carpools, to any full time carpool member regardless of the employer, except that at least one member must be a full time employee of the agency. In those instances where there are insufficient parking facilities to meet the needs of all carpools, ties will be resolved in accordance with criteria to be published by the Administrator of General Services. Areas within parking facilities will be reserved for the use of two-wheeled vehicles with special consideration being given to bicycles. The amount of space allocated for this purpose will be reevaluated every 6 months.

c. To facilitate the formation of carpools, the Administrator of General Services, with the cooperation of the agencies involved, will provide assistance through the use of such aids as computerized carpool matching, carpool boards, etc. He will also develop reciprocal agreements with private sector employers through State or local government agencies or other organizations operating computer-aided carpool matching programs for the public and/or private sectors.

5. Responsibilities. All agencies will reassign parking spaces to Federal employees in accordance with the policies contained in this circular within 45 days from the date of this circular.

6. Exceptions. Exceptions to the policies set forth in this attachment must be submitted by the head of the agency to the Administrator of GSA who will recommend approval or disapproval to the Administrator, Federal Energy Office.

7. Inquiries. Further information concerning this section of the circular may be obtained by contacting:

General Services Administration (AMP)  
Washington, DC 20405

Telephone: IDS 183-7528  
FTS 202-343-7528

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Attachment C

HEATING, COOLING, AND LIGHTING OF BUILDINGS

1. Policy intent. Executive departments and agencies occupy and control approximately 2.5 billion square feet of building space. Eight percent of this space or about 200 million square feet is controlled by the Public Buildings Service, General Services Administration. The Public Buildings Service has published energy conservation measures relative to the management of the space it controls (Federal Property Management Bulletin D-101). In addition, other departments and agencies have initiated energy conservation practices covering the management of their space. The intent of this attachment is to achieve uniformity among the energy conservation practices developed by the respective departments and agencies and thereby maximize the conservation of energy in the management of all Government-owned and leased space.

2. Applicability and scope. The provisions of this attachment apply to the management of space in all buildings owned or leased by executive departments and agencies.

3. Definition. Building space means space in any building or structure that is lighted, heated, or cooled.

4. Policies and procedures.

a. Lighting. Energy consumed for lighting shall be reduced by removing nonessential lamps and fixtures and by applying nonuniform lighting standards to existing lighting systems.

(1) Working hours. During working hours, overhead lighting will be reduced to 50 foot candles at work stations, 30 foot candles in work areas and 10 (but not less than 1) foot candles in nonworking areas. Reductions in overhead lighting shall be accomplished with minimum practicable deviation from the specified levels. These standards will be maintained in all space except where "heat of light" technology is utilized. Where the "heat of light" technology is used, the savings to be achieved by decreasing the lighting shall be compared to the costs to be incurred for increased use of heating energy before a determination regarding delamping is made.

(2) Nonworking hours. Off-hour and exterior lighting except that essential for safety and security purposes (e.g., exit signs) shall be eliminated.

(3) Construction and remodeling. To the extent that projected energy savings will offset higher acquisition and maintenance costs, preference shall be given to the installation of more efficient lighting systems when constructing or remodeling space.

b. Cooling. Energy consumed for cooling Government-owned and leased space shall be reduced. During the seasonably hot months, air cooling systems shall be held at not lower than 80-82°F during working hours. Necessary adjustments shall be made to cooling system controls so that the temperature in the space shall be maintained at 80-82°F with no reheat.

(1) Humidity controls. Humidity control on cooling systems shall be eliminated for general office space. Requirements for humidity control in special types of space or locations will be handled on a case-by-case basis by the official responsible for the operation and maintenance of the facility with the concurrence of the agency's Energy Conservation Coordinator.

(2) Prohibition. The use of heating energy to achieve the temperatures specified for cooling is prohibited.

c. Heating. During the seasonably cold months, heating temperature control devices shall be set to maintain temperatures of 65-68°F during working hours and shall be set to maintain temperatures of not more than 55°F during nonworking hours. Temperatures in warehouses and similar space during working hours shall be adjusted lower than the 65-68°F range depending on the type of occupancy and the activity in the space.

(1) Humidity control. Humidity control shall be eliminated for general office space. Requirements for humidity control in special type space will be handled on a case-by-case basis by the official responsible for operation and maintenance of the facility, with concurrence of the agency's Energy Conservation Coordinator.

(2) Windows. Window draperies, blinds, etc., shall be used to cut down heat losses by setting them to the closed position during nighttime and on cold, cloudy days, and setting them to the open position during periods of sunshine.